

# ENVIRONMENTAL PROTECTION AGENCY

## Recommendation for Incentive Award (Two Page)

### Instructions:

1. Awards should be based on EPA policy for award types, amounts and approval level (signature) requirements. For additional information on approval level requirements for awards, refer to the EPA Delegations Manual.
2. For detailed information on awards, review the EPA Recognition Policy and Procedures Manual.
3. Complete this two page form for all Individual Cash Awards, On-the-Spot Awards and Time-Off Awards for records:  
Not under your security in FPPS;  
Amount of award is \$5000 or greater; or  
FY cumulative amount is \$5000 or greater
4. Provide a copy of the completed form to the employee when the electronic award has processed.

Employee Name:	Gayle Jefferson	Employee ID #:	(b) (6)	
Position Title (optional):	Supv. Facility Oper. Spc.	PP-Series-Grade(optional):		
Organization (optional):				
Type of Award:	On-the-Spot Award (Individual Cash Award (Non-Rating Based)		Group Cash Award	
	<input checked="" type="checkbox"/> Individual Cash Award (Non-Rating Based)		Group Time Off Award	
	Time Off Award			
Total Amount of Award (\$):	\$1,500.00	AND/OR Total Number of Hours:	0.00	
Type of Benefits on which the award is based (Cash awards only):	Tangible Benefit		<input checked="" type="checkbox"/> Intangible Benefit	
Value of Benefit:	Moderate	Substantial	<input checked="" type="checkbox"/> High	Exceptional
Extent of Contribution:	Limited	Extended	<input checked="" type="checkbox"/> Broad	General

### Narrative Justification for Award:

Gayle Jefferson is an invaluable leader in OMS/Facilities with an exceptional managerial and leadership style that enables her to help the Office of Pesticide Programs as we matriculate through an unprecedented move to Federal Triangle. Gayle will listen to the needs of OCSP presented to her by the OCSP POC and Deputy POC on the Agency-wide move committee. Gayle is a problem solver who is measured and strategic in her ability to find solutions. Gayle always works with the Deputy Office Director for Management on OPP specific issues. She is responsive and proactive. Gayle is a steady go-to source as we dive into the minutia of a large physical move. Gayle is extremely appreciated by not only the Office of Pesticide Programs, but also the entire AAsip and we thank her for all of her efforts to assist us to date.